

BUILDING PERMIT SUBMITTAL REQUIREMENTS

Building Department

Building Permit Submittal – Required Items:

Note: All of the items below are required in order for the Vineyard Building Department to accept and process the building permit submittal. All items are required electronically and should be submitted to the Building Department on a disc or flash drive.

- ☐ **Construction Plans** – Plans must include signed/stamped by the Engineer and Architect (if applicable).
- ☐ **Structural Calculations** – Must be signed/stamped by the Engineer.
- ☐ **Compliance Certificate (Energy Code)** –
 - **REScheck** – Residential
 - **COMcheck** – Commercial
- ☐ **Manual J & D**
- ☐ **Site (Plot) Plan**
- ☐ **Landscaping Plan** – For commercial and large residential projects, a Landscaping Plan is required. Also, specific subdivisions in Vineyard require a Landscaping Plan for residential home submittals.

The following calls out the detail required on all construction drawings for a building application for new construction.

Site (Plot) Plan:

Vineyard requires a site plan review. Please make sure the following items are included.

- ☐ All distances from the property lines, road centerline, and the nearest part of the proposed structure, as well as other structures on the property
- ☐ Elevation of
 - Top of back of curb
 - Top of foundation
 - Top of footing
- ☐ Front setback (from property line)
- ☐ Rear setback (from property line)
- ☐ Side setbacks (from property line), indicating covered porches, exterior stairways, eaves over 18" and cantilevers
- ☐ All easements
- ☐ If there is to be a fence, show location, height, and type
- ☐ Any accessory building locations, including setbacks
- ☐ Location and name of streets and "north arrow"
- ☐ Contour lines at five (5) foot intervals
- ☐ Location of existing water, sewer, and land drain connections, and how they will connect to the proposed structure
- ☐ Locations of all utilities, including, gas power, communication devices, street lights, etc.

Plan Requirements:

Note: Failure to insure that all the required items are included in your plans may result in an unnecessary delay in starting your project, as well as additional costs. The designer of your project is responsible to provide the information listed and should be familiar with current construction and safety codes. The plans must include all applicable wet stamps.

Floor Plans:

- ☐ Layout of all levels, floors, and areas within structure
- ☐ All rooms and areas labeled with intended use
- ☐ All rooms or areas indicated "finished" or "unfinished"
- ☐ Locations of all doors and windows, including size, type, & location of safety glass
- ☐ All decks, patios, and covered porches
- ☐ Location and size of attic access
- ☐ Location and size of crawl space access
- ☐ Location of all cabinetry in kitchen, bath, laundry, and similar areas
- ☐ All walls, stairs, rails, and elevation changes
- ☐ General construction notes pertaining to structure (e.g., egress windows and wells, floor coverings and type, firewalls, etc.)
- ☐ For additions & remodels, also provide existing floor plan

Elevations:

- ☐ Front, rear, and side views
- ☐ Exterior finish materials (e.g., brick, stone, and/or siding type)
- ☐ Type of roof coverings

- ☐ Type of soffit and fascia material
- ☐ Final grade location, including location and type of retaining walls
- ☐ Location of address identification

Structural Plans:

- ☐ All Structural Plans must be signed/stamped by a licensed Engineer in Utah.
- ☐ Engineering is required for all structures that do not meet the conventional light frame provisions of the building code
- ☐ Footing & foundation plan showing size, depth, and thickness (e.g., size & spacing of reinforcement; size & spacing of anchor bolts; etc.)
- ☐ Floor framing plan, including all materials that will be used (e.g., beams joists, spacing, etc.)
- ☐ Wall detail, including all materials that will be used (e.g., stud size & spacing, etc.)
- ☐ Roof framing plan showing the size, spacing, and all materials that will be used (e.g., beams, rafters, trusses, etc.)
- ☐ Shear wall and nailing schedule, including location of hold-downs, straps, & moment frames
- ☐ Connection details on all load-bearing members (e.g., timbers, logs, glue-lams, steel I-beams, columns, etc.)
- ☐ All structurally related details pertaining to structure and design

Details:

- ☐ Stair detail to include rise, run, width, landings, fire rating, headroom, and details on how the stair attaches
- ☐ Handrail & guardrail details, including type of railing distance from wall, height above stair or floor, and spacing of balusters
- ☐ Wall section, including labeling of all materials that will be used

Electrical:

- ☐ Location of meter and size indicated in amperes
- ☐ Location of all breaker panels, sub-panels, and shut-offs
- ☐ All lights, switches, receptacles, and electrical devices
- ☐ Location of U-Fer ground
- ☐ Location of all GFCI protected receptacles and circuits (interior and exterior)
- ☐ Location of all Arc-fault protected circuits, in bedrooms
- ☐ Location of all smoke detectors, carbon monoxide detectors, and fire alarms
- ☐ Location of concrete encased electrode

Plumbing:

- ☐ Location of back water valve for all fixtures below street grade
- ☐ Location of all plumbing fixtures, sinks, toilets, tubs, hose bibs, and future fixtures
- ☐ Location of all floor drains, sumps, ejectors, grease traps, and storm drainage
- ☐ Location of all appliances (e.g., washers, dishwashers, water heaters, saunas, water softeners, etc.)
- ☐ Location of water heaters and boilers, including size in gallons, BTU input ratings, expansion tanks, and seismic tie-downs.
- ☐ Size and type of flue and combustion air ducts

Mechanical:

- ☐ Location and type of furnace, as well as BTU input rating
- ☐ Location of dryer and associated venting, including length of duct and number of bends
- ☐ Location of all gas appliances, including type, BTU input ratings, and venting
- ☐ Size and type of flue and combustion air ducts
- ☐ Location of cooling equipment, including type and size (e.g., central-air unit, swamp, etc.)
- ☐ Location of heat ducts and returns, including size and type of terminations and diffusers
- ☐ Interior gas piping plan, including type of fuel, line pressure, pipe length, regulator location and type, and BTU ratings of each appliance served

Utility Connections:

- ☐ All existing and proposed culinary water, secondary water, sanitary sewer, storm drainage, power, gas, and telephone lines and facilities. As applicable, show streets and roads with design plans for any new water, sewer and storm drainage lines and facilities, meeting the design and construction requirements of the Town, and prepared by a licensed engineer at a scale acceptable to the Town Planner. Access to all utilities and points of utility connections shall be shown.

Drainage and Grading Plan:

- ☐ A Drainage and Grading Plan needs to be indicated by solid-line contours using two (2) foot intervals, imposed on dashed line contours also using two (2) foot intervals, of the existing topography for the entire subject property. For properties that have predominately-level topography, one (1) foot contour intervals may be required by the Town Engineer.